

**WAC 388-101-3050 Application for initial certification.** (1) To apply for initial certification an applicant must submit to the department:

- (a) A letter of intent that includes:
    - (i) Contact information;
    - (ii) Geographical area of service; and
    - (iii) Type of service provided, including group home, supported living, community protection, or group training home.
  - (b) A completed and signed application on forms designated by the department;
  - (c) All attachments specified in the application and any other information the department may request including but not limited to:
    - (i) Administrator resumes;
    - (ii) Statements of financial stability;
    - (iii) Professional references;
    - (iv) Relevant experiences and qualifications of the individual or agency; and
    - (v) Assurances the applicant will not discriminate against any client or employee.
  - (d) A copy of the license if applying for certification as a group home;
  - (e) The name of the administrator of the program; and
  - (f) The department background authorization form for:
    - (i) The applicant;
    - (ii) Anyone associated with the applicant; and
    - (iii) The individual or individuals designated to serve as administrator of the proposed program.
- (2) The applicant must submit a revised application, if any information on the application changes before the initial certification is issued.
- (3) The department will only process a completed application.
- (4) Each person named in the application for initial certification is considered separately and jointly by the department.
- (5) Based on the documentation received, the department will notify the applicant in writing regarding the department's certification decision.
- (6) The applicant must comply with additional requirements identified in this chapter if intending to support community protection clients.

[Statutory Authority: RCW 71A.12.030 and [71A.12].080. WSR 12-02-048, § 388-101-3050, filed 12/30/11, effective 1/30/12. Statutory Authority: RCW 71A.12.080, chapter 74.39A RCW. WSR 10-16-084, § 388-101-3050, filed 7/30/10, effective 1/1/11. Statutory Authority: Chapter 71A.12 RCW. WSR 08-02-022, § 388-101-3050, filed 12/21/07, effective 2/1/08.]